

Jennings County Council Meeting  
April 9, 2019 6:00 P.M.

The meeting was opened with Howard Malcomb leading the pledge.

All members were present.

Sheriff Freeman was first on the agenda with issues pertaining to the jail and the lack of manpower. The first issue presented came from the administration side. Sheriff Freeman stated that the Manual of Policy & Procedure needs to be reviewed, pre-service training cannot be done because of the low staffing, and staff training cannot be done because the staffing levels interfere with the training schedule. The next issue pertained to intake and release. The admission searches cannot be performed properly due to the jail staff not being available to search prior to inmates entering secure area of the jail. The staffing deficiencies require the intake jail staff to rely on backup assistance from other areas of the jail or from officers from other agencies. This also affects suicide prevention, straining existing staff levels during constant observation. The last issue pertained to jail security. Perimeter checks, housing checks, cell searches, inmate escorts and documentation cannot be efficiently completed due to staffing issues. Sheriff Freeman presented three options to the council to correct the staffing issue. He's currently at 24 jailers and needs nine more jailers for a total of 33. Option one would be to hire three jailers now, three more at the end of July, and three more in January. Option two would be to hire four now and five in January. Option three would be to hire two now, two at the end of July, and five in January. Mike Gerth wanted to know what the starting salary would be and what fund the salaries would come from. Charlie Weber felt it was his duty to look after the financial side of things and said it should be looked at for next year's budget. Sheriff asked the council to vote on a plan to fix the staffing issue. Howard Malcomb made a motion to hire two new jailers July 1. Paul Belding seconded the motion. With a vote of 2 yes and 5 no, the motion did not carry.

Next on the agenda was Kathy Ertel from the Economic Development Committee (EDC). The EDC oversees the county and city abatement process. Once a company applies for tax abatement the EDC will review the forms. Each company is required to complete a CF-1 form annually, compliance with statement of benefits personal property.

Kathy brought two CF-1 forms from Decatur Mold in front of the council requesting approval. She stated that Decatur Mold has exceeded estimates, has been compliant with numbers, and has been a good corporate citizen. Mike Gerth made a motion to approve both CF-1 forms for Decatur Mold. Bob Ellis seconded the motion. With a vote of 6 yes and 1 abstain, the motion passed. Charlie Weber abstained due to his employment with Decatur Mold.

Randall Shepherd, County Assessor, was next on the agenda. Randall was asked to come before the Council to help them better understand what the assessor's office duties and responsibilities are. Randall presented a folder of information to each Council member.

The Assessor's office has training and certification requirements they must meet. There are three levels of certification that are mandated by the state. A level one consists of 32 hours of pre-examination course work, passing a five hour test, and 30 hours of continuing education required every two years. A level two consists of 32 hours of pre-examination course work, passing a five hour test. And 45 hours of continuing education required every two years. A level three consists of completing five classes from International Association of Assessing Officers: 101 Fundamentals of Real Property Appraisal, 102 Income Approach to Valuation, 151 Uniform Standards of Professional Appraisal Practice, 300 Fundamentals of Mass Appraisal, 400 Assessment Administration, 32 hours of class/class, pass a five hour test/class, and 45 hours of continuing education required every 2 years. Prior to Randall coming into office, there was one person in the county that could hold the office, now there are four. Randall then gave an overview of how the Assessor, Auditor, and Treasurer's office work together for the good of the county.

Next, Randall spoke on the sales disclosure process. This year 386 properties have come in since January 1, 140 of those needs to be inspected. The sales disclosure is a three page form that is filled out by the seller/buyer, attorney or bank when a property is sold.

Then, Randall presented the council with a memorandum from the State dated November 13, 2008. This memorandum stated the transfer of assessing duties will go from the township trustees to the county assessor on January 1, 2009. Randall then presented the council with minutes from September 8, 2009. The minutes stated that Linda Kovacich discussed with the council the office needs in order to do the personal property assessing. Three salaries with county approved percentage and reassessment supplement were voted on and approved. The salaries have been collected since 2009.

Randall then began discussing the current salaries, \$8,000 being paid to the assessor and \$7,000 for the inspection of the sales disclosures.

Both salaries are being paid out of the Reassessment Fund. Both salaries were included in the approved 2019 budget process and both were part of the approved 2019 salary ordinance.

Randall presented the council with Indiana Codes relating to the Assessor's office. IC 6-1.1-4-28.5 Pertains to the property reassessment fund; use of money; soil maps, IC 6-1.4-4-29 Expenses of reassessment, 50 IAC 27-3-1 Property characteristics data, and 50 IAC 27-4-7 Verification requirements. The verification of Sales Disclosures is not part of the contract the county has with Tyler Technologies. The three options the county has to fulfill the statutory obligations are: Tyler Technologies' estimate of \$14,100, purchase a car for inspection/verification of sales disclosures estimated at \$25,000-\$30,000 per year, or continue having the assessor, Randy Shepherd, do the inspections for \$7,000. Randy stated that if properties are not assessed correctly, adequate funding for the county will be lacking and in all likely hood you will see an increase in income taxes. Mike Gerth made a motion to separate out the assessor's pay of \$15,000 on the salary ordinance, \$8,000 for personal property and \$7,000 for verification of sales disclosures, to reassessment, as well as the chief deputy's \$7,000 for personal property. Howard Malcomb seconded. With a 6 yes, 1 no vote, the motion passed. The next issue Randall brought up involved the budget. Currently in the budget, level II and level III certification salaries are being paid out of the reassessment fund. According to state statute paying these salaries out of the reassessment fund is illegal. With more employees in the Assessor's Office earning their level II and level III certification additional money has to be appropriated. With that being said a total of \$7,000 needs to be coming out of the General Fund \$4,000 for Level II and \$3,000 for Level III certifications salaries, \$3,500 for PTABOA needs to come from reassessment fund not Commissioner's budget. Mike Gerth made a motion to approve those changes to comply with state statute. Dave Woodall seconded. Motion was passed with a unanimous vote.

Next, Auditor Salsman brought forth additional appropriation requests. The first appropriation was for the Clerk's office. Clerk Amy Thompson then spoke to the Council regarding the reason for the appropriation request. Amy spoke about an invoice from January 2018 that had not been paid. Paying this invoice would deplete the clerk's election budget. The invoice is from Elections Systems & Software for \$15,950.00. Auditor Salsman then spoke on the other appropriations requested. First, was the Government Building Maintenance Assistant and FICA for \$34,500. Next, was for Soil & Water pay increase for Andy Ertel in the amount of \$6,393. Lastly, Court Security in the

amount of \$29,822. Charlie Weber motioned to make the additional appropriations. Howard Malcomb seconded the motion. Motion was passed with a unanimous vote.

Dave Woodall made a motion to approve and sign the prior minutes from February 27, March 8, March 12, and March 27. Charlie Weber seconded the motion. With a vote of 6 yes, the motion was passed. Dave Woodall abstained.

Next Auditor Salsman brought a request for transfer of funds before the Council. The request was from Veterans Services. The amounts requested were \$1,100 from the part-time line to vehicle repair and \$1,000 from part-time line to office supplies. Dave Woodall made a motion to approve the request. Mike Gerth seconded the motion. Motion was passed with a unanimous vote.

Auditor Salsman then presented the changes to the current salary ordinance. Changes consisted of correcting new amounts (approved by County Council), adding salaries that weren't currently on the ordinance that have to be on it, corrected amounts that were being paid less than budget amount, corrected amounts to match the current budget, and salaries that needed separated out on the ordinance. Charlie Weber made a motion to accept the salary ordinance with the modifications. Dave Woodall seconded the motion. Motion was passed with a unanimous vote.


Next, Auditor Salsman brought forth some budget errors she has found. At this point Charlie Weber removed himself from the meeting. These errors involved the interpreter's salary of \$1,000 per year, the assessor's reassessment salary of \$8,000, the surveyor's cornerstone salary of \$10,000, and assessor's chief deputy salary of \$7,000. These four salaries did not receive the 3% increase. Dave Woodall made a motion to approve the 3% increase. Paul Belding seconded the motion. With a 6 yes vote, the motion passed.

Dave Woodall made a suggestion on the upcoming budget meeting. He wants to take more time with each department head and thoroughly go over the budget. He also thought having the commissioners involved in the budget process would be beneficial. The Council members and the Auditor agreed that once budgets start coming in, there will be a need for more meetings.

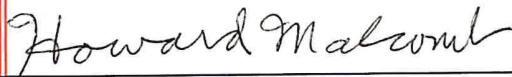
Howard Malcomb then presented information on getting tablets for council members. His information stated that the tablets would be

\$20/month/ tablet with each tablet costing 99 cents. More information was needed before making a decision.

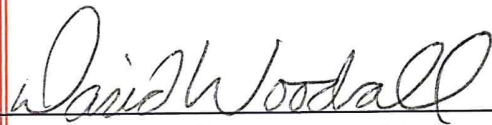
Paul Belding made a motion to adjourn the meeting. Mandy Creech seconded the motion. Motion was passed with a unanimous vote.



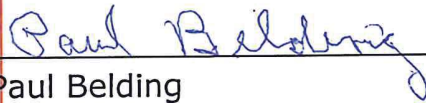
Tessia Salsman, Auditor



Howard Malcomb, President



Dave Woodall, Vice-President



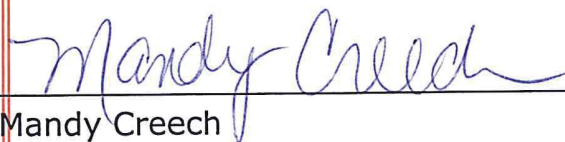
Paul Belding



Charlie Weber



Mike Gerth



Mandy Creech



Bob Ellis